

**BARS Update Instructions**

(for Windows 2000/XP operating systems)

IMPORTANT NOTICES – please read before attempting to update BARS:

- These instructions assume you have successfully completed the initial installation of BARS, including the Oracle Database Utilities. If you have not done so, you must do that prior to attempting this update.
- These installation instructions are for BARS users that have **Windows 2000/XP** operating systems.
- There is only one file to download, but if you have a low speed Internet connection, downloading this file may take some time. In addition, if you are connected to a network there may be a negative impact on your network traffic while downloading these files.
- These instructions are intended for installation onto a desktop computer. If you prefer to install BARS onto a network, please have your Network Administrator review these instructions.
- If you need additional installation assistance, contact your network administrator or Brian Bartz at 328-1529.

To install the BARS Update the following steps must be performed in the order listed:

Download, Extract and Update the BARS Application

BARS is the workstation budget software product. To update BARS the following steps must be performed in the order listed:

1. In your internet browser go to www.discovernd.com/fiscal. Look at the lower right of this web page to find the link to download and extract the **BarsInstall.exe** file. Depending on your version of internet browser, the *File Download* window in the next instruction may vary so the instructions may not be exact. Click the 'Open' button. The **BarsInstall.exe** file will download and extract.
2. The *BARS* window should be displayed. The first sentence should read, "Welcome to the BARS Setup program."
3. Close down any open applications (Word, Outlook, etc.). Anti-virus software can be left open if desired.
4. Click the 'Next' button. A *BARS* window with a section titled, "Destination Location" should appear. Please accept the default location, "C:\Program files\bars"
5. Click the 'Next' button. A *BARS* window with a section titled, "Start Installation" should appear.
6. Click the 'Next' button. A *BARS* window with a section titled, "Installing" should appear and disappear. A *BARS* window should display with its first sentence stating, "BARS has been successfully installed."
7. Close all applications and reboot your machine.

BARS should now be updated.